

CHAPTER 108

BULK TICKET AND TOKEN PURCHASES

A. PURCHASING

A single GTR or Government Travel Services (GTS) will be used to bulk purchase carrier tickets and tokens valid for individual travel. The number of tickets or tokens purchased will not exceed the normal requirement for a 6-month period.

B. PURCHASE CONDITIONS

1. Ticket Purchase. Tickets and tokens may be purchased in bulk quantities when all of the following conditions exist:

- a. A continuing requirement for travel between the same points.
- b. The same mode and class of transportation is to be used.
- c. A minimum of five tickets is required for use within a 60-day period.
- d. The per capita net cost to the government does not exceed \$250 for each one-way or round-trip single fares exclusive of federal transportation tax.

2. GTR Purchase. The following will apply when a GTR is used to purchase tickets or tokens in bulk:

- - a. A GTR will be issued to the person who actually makes the purchase.
 - b. One GTR will be used for travel chargeable to a fiscal appropriation(s) of only one DoD Component.
 - c. Fiscal Entry Block. If more than one appropriation is used by a single DoD Component for the bulk purchase of tickets or tokens, indicate next to each appropriation the quantity of tickets or tokens chargeable to that appropriation.
 - d. Special Accommodation Block. Enter "Bulk Purchase."

3. Ticket Data. Tickets must contain all travel data prior to purchase except the traveler's name and travel date which will be entered by the TO when the ticket is issued.

C. SPECIAL INSTRUCTIONS

1. Stamping Tickets. Unless stamped by the issuing carrier, tickets procured under the bulk ticket purchase plan will be stamped "U.S. Government" and "Not Redeemable for Cash Except by the U.S. Government."

2. Record Requirement. A record will be maintained of each GTR issued for tickets, or tokens purchased in bulk quantities, and for individual tickets or tokens. Such records may be maintained as follows:

a. Copy of travel orders will be retained and annotated with the origin, destination, ticket or token number(s) (when issued), and date issued to traveler. A rubber stamp format may be used.

b. Travel orders will be filed with the applicable GTR copy.

c. Receipt of tickets or tokens may be certified by traveler's signature in a ledger maintained for recording distribution.

3. Internal Audit Records of tickets and tokens procured by the quantity or bulk ticket and token~c-base plan and issuance thereof, will be subject to internal auditing procedures prescribed by DoD Components.

D. TRAVEL PATTERN REVIEW

TOS will periodically review travel patterns for possible application of bulk purchase procedures for obtaining quantities of one-way or round-trip tickets or tokens using a single GTR. TOS may contact MTMC/MTOP-CM, 5611 Columbia Pike, Falls Church VA 22041-5050, to obtain special computer reports listing DoD passenger traffic data from specific activities to assist in identifying repetitive travel patterns.